

GATALOGUE

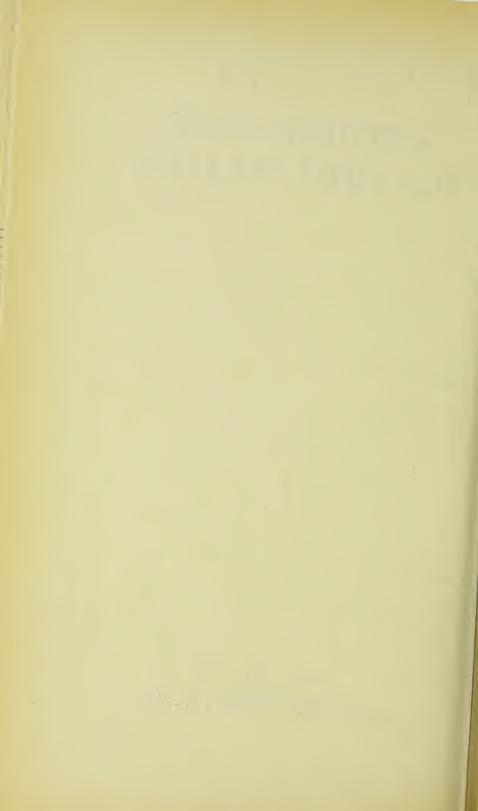
SHEPHERD STATE TEACHERS COLLEGE

Issued July, 1935 SHEPHERDSTOWN, W. VA. Digitized by the Internet Archive in 2014

GATALOGUE

SHEPHERD STATE TEACHERS COLLEGE

Issued July, 1935 SHEPHERDSTOWN, W. VA.



OFFICIAL BOARDS

WEST VIRGINIA BOARD OF CONTROL

Capitol Building

CHARLESTON, WEST VIRGINIA

In the management of educational institutions, the State Board of Control has the direction of the financial and business affairs.

James A. Chambers, President	Huntington,	W.	Va.
John Baker White, Treasurer	Charleston,	w.	Va.
Merrill D. Carrico, Secretary	Terra Alta,	w.	Va.

STATE BOARD OF EDUCATION

State Capitol

CHARLESTON, WEST VIRGINIA

In the management of educational institutions, the State Board of Education has charge of all matters of purely scholastic nature.

W. W. Trent, President	. Charleston,	w.	Va.
Bernard McClaugherty	Bluefield,	w.	Va.
Charles G. Gain	Martinsburg,	w.	Va.
John M. Crawford	Parkersburg,	w.	Va.
D. N. Mohler	. Charleston,	w.	Va.
Mrs. Mary Bachler Boyd	Wheeling,	w.	Va.
Philip Gibson	. Huntington,	w.	Va.

David Kirby, Secretary

For information concerning the school, write to

W. H. S. WHITE, President, Shepherdstown, W. Va.

ANNOUNCEMENTS

1934-1935

First Semester begins Tuesday, September 10, 1935.

Thanksgiving Recess from Wednesday noon, November 27, to Monday morning, December 2, 1935.

Christmas Vacation from Wednesday evening, December 18, 1935, to Thursday morning, January 2, 1936.

First Semester ends Thursday evening, January 23, 1936.

Second Semester begins Monday morning, January 27, 1936.

Easter Recess from Thursday noon, April 9, to Tuesday morning. April 14, 1936.

Second Semester ends Wednesday, June 4, 1936.

Summer Term begins Monday, June 9, 1936.

Summer Term ends Thursday, August 7, 1936.

FACULTY

W. H. S. White, A. M., Ped. D., President.

Elementary Education

A. D. Kenamond, A. M., Dean of Instruction and Director of the Summer School.

History and Government

Mabel Henshaw Gardiner, A. M., Professor of History.

Literature

Ella May Turner, A. M., Professor of English Language and Literature.

Art

Addie R. Ireland, Instructor in Fine Arts.

Commercial Subjects

Etta O. Williams, B. C. S., Secretary to the President and Instructor in Commerce.

Latin and French

Jessie Trotter, A. M., Professor of Latin.

Geography, Economics and Sociology

W. R. Thacher, A. M., Director of Extension and Professor of Economics and Geography.

Supervisor of Teacher Training

Florence Shaw, A. M., Associate Professor of Education.

Secondary Education

I. O. Ash, A. M., Ph. D. in Ed., Director of Training Schools and Professor of Education.

Home Economics

Mabel M. Hall, A. M., Professor of Home Economics.

Librarian

Stewart E. Arnold, A. B., Librarian.

Agriculture

John Newcome, A. B., Director of Athletics and Instructor in Biology and Agriculture.

Physics and Chemistry

Ernest Stutzman, A. M., Professor of Physical Sciences.

Supervisor of Teacher Training

Lena Gall Israel, A. B., Instructor in Education.

Composition and Journalism

Warren B. Horner, A. M., Associate Professor of English.

Physical Education for Women

Hazel Dilts A M., Instructor in Physical Education.

Mathematics

Daniel Edward Phillips, A. M., Ph. D., Professor of Mathematics and Associate in Psychology.

Biology

George H. Bretnall, A. M., Professor of Biological Sciences.

Music

Mildred J. Bartlett, Instructor in Music.

Directed Teaching, Summer 1934

Julia M. Brown, A. M., Primary Supervisor, Denver, Colorado.

TRAINING SCHOOL

Elementary School

Freel G. Welshans, Principal Sixth Grad	le
Florence Grubbs Fifth Grad	le
Georgina S. McKee Fifth Grad	le
Mary Donley Fourth Grad	le
Louise M. Rightstine Fourth Grad	le
Rosalie Skinner, A. B Third Grad	1e
Eugenia Athey Lowe Second Grad	le
Ruth A. Taylor First Grad	le
Katherine Thompson, A. B First Grad	le

Junior and Senior High School

K. W. Eutsler, A. M., Principal	Mathematics, Social Studies
Gladys Hartzell, A. B	English
Cletus Lowe, A. B.	Social Studies, Mathematics
Charles M. Derr, B. S.	Science, Manual Training
Martha W. Allison, B. S	Home Economics
Christine Schleuss, A. B.	French, English
Mary Hartzell Dobbins, A. B.	Seventh Grade
Rachel Snyder, A. B.	English, Social Studies

COMMITTEES

Credits

The Dean, The Registrar, The President

Commencement

Mrs. Israel, Miss Trotter, Dr. Ash

Diplomas

Mrs. Gardiner

Student Loan Fund

The President, Miss Turner, Mr. F. G. Welshans

Social

Miss Williams, Mr. Stutzman, Miss Hall

Lyceum

Miss Turner, Dean Kenamond, Miss Shaw

Assembly Programs

Miss Turner, Miss Bartlett, The President

CLASS OFFICERS

Senior Normal

Mrs. Gardiner and Miss Trotter

Junior Normal

Miss Turner and Miss Shaw

College Seniors

Dean Kenamond

Third Year College

Dr. Ash

Second Year College

Mr. Stutzman

First Year College

Miss Hall and Mr. Thacher

Unclassified Students

Mr. Bretnall

Special Students

Miss Ireland, Miss Williams, Miss Bartlett

SHEPHERD STATE TEACHERS COLLEGE

HISTORY

Shepherd College dates its founding as a State Normal School and Teachers College to an Act of the Legislature of West Virginia, passed February 27, 1872; but it had its incipiency in a classical and scientific school styled "Shepherd College," certificate of incorporation of which is on record at Charleston, January 12, 1872. As an inducement to secure a Normal School here the trustees of this private school offered its building to the State free of charge for use as a State Normal School, which offer was promptly accepted, and work under State control began in September, 1872. By authority of the State Board of Education it became a four year teachers college, July 1, 1930, and the 1931 Legislature changed its name to Shepherd State Teachers College.

LOCATION

The location of the college is most ideal. Situated in the charming old town of Shepherdstown, nestled on the cliffy crags of the beautiful and historic Potomac which sweeps in graceful curves across the Shenandoah Valley at this point, remarkably free from all insidious fevers and diseases, with a wholesome social and moral atmosphere, an educated and cultured community, comparatively easy of access, it affords unsurpassed attractions and advantages to the earnest student.

The college is located on scenic and historic ground. To the east loom up the fine wooded sides of the Blue Ridge, and to the west those of North Mountain. The Potomac River flows past the town and affords fine boating and fishing, while on its northern bank is the old historic Chesapeake and Ohio Canal. To the south and north spreads out the broad, beautiful and historic Valley of Virginia. Three miles north is Sharpsburg and the battlefield of Antietam with its fine monuments and the National Cemetery, while some seventy miles to the south is the famous Luray Cavern. The same distance to the east is Washington, the National Capital. All of these things cannot fail to leave their permanent impress on the mind of the observant student.

HOW TO REACH SHEPHERDSTOWN

Shepherdstown is on the Norfolk and Western Railroad, which connects with the main line of the Baltimore and Ohio Railroad at Shenandoah Junction, six miles to the south; or with the Western Maryland Railroad at Hagerstown, Md., eighteen miles to the norh.

Students who live on or near the Baltimore and Ohio lines will come via that road to Shenandoah Junction, from which point they may come via the N. & W. to Shepherdstown. The connections between these roads

are at times so poor that many who come by that route find it more convenient to drive from Martinsburg to Shepherdstown, it being a comparatively inexpensive drive over eight miles of the Shenandoah Valley. Taxis may be secured at Martinsburg.

Those who live on or near the Western Maryland lines may come by way of Hagerstown.

Students from Pendleton, Grant, Hardy and Hampshire counties, and neighboring districts can come by bus via Romney and Winchester, Virginia, to Boyce, Virginia, and take the N. & W. train, leaving Boyce at 1.37 P. M. and arriving at Shepherdstown at 2.47 P. M.

CONDITIONS OF ADMISSION

Admission will be based upon graduation from a standard high school which according to the new rules of the State Board of Education means the completion of sixteen standard units. The following are strongly recommended English, 4 units; social studies, 2 units, including American history and civics or government; sciences, 1 unit; mathematics, 1 unit, including ½ unit in arithmetic; vocational subjects, 2 units. It is provided that any curriculum prescribed or provided for in the new high school course of study for West Virginia may be accepted as meeting this requirement.

A student with fifteen units of approved high school work may be admitted on condition that the additional unit of work, in equivalent hours, is to be made up before the beginning of his second year.

By special order of the State Board of Education, teachers of experience and others preparing to teach who are at least twenty-one years of age may be admitted and assigned to such college work as they are able to carry. In making up any deficiency in high school work, six college hours may be substituted for a unit of high school work.

CREDIT FOR WORK DONE ELSEWHERE

Credit will be given students for satisfactory work done in other normal schools and colleges of the State, and also for work completed in such high schools, academies, seminaries, etc., as will seem, in the estimation of the committee, to deserve accredited standing, or are accredited either by The Southern or North Central Associations. Before receiving such credit students must present a written statement from such schools, signed by the principal or superintendent, setting forth in detail the work satisfactorily completed there.

Credit from classified high schools in West Virginia will be accepted unit for unit, provided the work has been done according to the plan laid down by the State Board of Education.

These credits must be sent before the student's entrance to the President or to Dean Kenamond, Chairman of the Committee on Credits.

HOW TO ENROLL

The student on the opening day of a term or semester should see the Registrar in the Library, fill out an enrollment card, and then pay the tuition fee to the Secretary found in the room adjoining the President's office. If any work has been done elsewhere, credits should be presented to the Dean, who will indicate in a general way the classification of any student. Students should then present themselves to their respective class officers (page 8), who will be found in their regular classrooms and will assist the student in making out programs of work. All students, except entering freshmen, should carry their "course books" or complete list of credits with them when consulting about class assignments. The class assignment card should then be exchanged for class tickets, which will be taken up by the instructor at the first class meeting.

CLASSIFICATION OF STUDENTS

Classification of students is made at the opening of the regular school year in September on the following basis: first year, less than 23 semester hours; second year, 23 to 50 semester hours; third year, 51 to 86 semester hours; fourth year, 87 or more semester hours; unclassified, mature students who lack a portion of the required units for high school graduation; special, students who wish only a partial schedule with major work in art or music or commercial subjects. Students entering for a later term or semester are classified on the basis of 32 semester hours for second year, 64 for third year, and 96 for fourth year.

AMOUNT OF WORK TAKEN

Thirty-six semester hours for the year is the maximum amount of work allowed. Thirty-four hours will usually prove sufficient for the average student. The student's first semester's work will be restricted to 16 hours, or 17 hours if physical education is included, and the work of any subsequent semester to 18 hours. The studeth's work in any subsequent semester will be limited to 16 hours, unless the quality of work has reached the standard of a weighted average of 80%, with no conditions or failures. Exceptions to these rules may be made only on petition to the Committee on Credits.

EXPLANATION OF TERMS

A semester hour consists of one hour recitation with two preparation hours per week for eighteen weeks. Two laboratory or shop periods per week equal one hour's work. Periods are 60 minutes in length.

Program means the daily scheme of work.

LATE ENTRANCE

All students are urged to enroll on the first day of a semester or term, but sometimes the opportunity to attend school does not open up to the student until the term is well started. To avoid any disappoinment on the late arrival, a student wishing to enter after the sixth day of a six weeks term, the ninth day of a nine weeks term, or the eighteenth day of an eighteen weeks term, should write the President for permission to enter late.

ABSENCE FROM CLASSES

Students who are absent from classes may secure excuses at the President's office. If no excuse is granted a proportionate deduction is made from the final grade. If a student has been absent 15% of the class periods for any cause, no grade can be given without permission by the Committee on Credits.

To be accepted, the excuse must be presented to instructor within one week after the absence was incurred.

WITHDRAWAL AND CHANGE IN ASSIGNMENT

Students desiring any change in assignment or permission to withdraw from any other course should consult the Dean. Necessary withdrawals from school should be reported to the Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must also be reported, and financial clearance made, at the President's office.

MARKING SYSTEM

A—Superior B—Good C—Average D—Below average; lowest passing mark E—Condition F—Failure I—Incomplete WP—Withdrew passing WF—Withdrew failing E—Condition indicates unsatisfactory work. When the condition is removed the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily the final grade may be any of the four passing marks.

If the deficiency represented by ${\tt I}$ is not made up within a year, the grade ${\tt I}$ automatically becomes ${\tt F}.$

In a typical, unselected group of 100 college students, we should normally expect to find approximately: A, 7; B, 23; C, 40; D, 23; F, 7.

Quality Points

A-3 quality points for each semester hour of credit

B-2 quality points for each semester hour of credit

C-1 quality point for each semester hour of credit

D-0 quality points for each semester hour of credit

Quality points are transferable among the colleges under the jurisdiction of the State Board of Education.

Honor Distinctions

Students with averages of 2.50 or above graduate with high honors. Students with averages of 2.00-2.49 graduate with honors.

Any student who fails to pass on 50% of the work carried in any semester will not be permitted to enroll the following semester without permission of the President.

AVERAGE NECESSARY FOR GRADUATION

While D is the passing grade for any subject, a weighted average of C on all subjects in a course is required for graduation from that course.

APPLICATION FOR GRADUATION

The Dean's office provides a blank form of application for graduation adapted to ready checking against requirements as to subject groups, either for a degree or for standard normal diploma. Students not in residence throughout the regular year in which they hope to meet requirements for graduation by summer term attendance should write for application for graduation not later than February 15.

Candidates for graduation are required to be present, in cap and gown, at the commencement exercises in June of the year in which they complete the work for a degree or diploma.

ADMISSION TO DIRECTED TEACHING

Re quirements for admission to directed teaching are as follows:

- 1. A weighted average of C on all work up to the time of admision, for directed teaching in either elementary or high school.
- 2. A weighted average of C on the teaching subject, for directed teaching in high school.
- 3. Reaching of prescribed standard in the required standard tests mentioned on page 28.

ENROLLMENT AND TUITION FEES

An additional fee of \$5.00 per student per semester is charged for athletics and other student activities.

Summer School \$25.00

FEES FOR SPECIAL STUDENTS

For students doing less than full work of a semester, the fees are as follows: From 1 to 5 semester hours, \$15.00; above 5 hours, the rate is \$3.00 a semester hour up to 8 hours. More than 8 hours requires the full fee. Special fees for Summer School at \$15.00 up to 4 hours; above 4 hours the full fee is charged.

EXPENSES

Board and Room	\$180.00	\$180.00
Books and Stationery	25.00 to	30.00
Laundry	20.00 to	30.00
Tuition	50.00	50.00
Total for Resident Students	\$275.00 to	\$290.00

BOOKS

Students will do well to bring with them any books they may have, but should not purchase new books until they have enrolled and been assigned to their courses.

Students of the more advanced classes frequently have second-hand books for sale at from three-fifths to four-fifths of the original cost.

New books may be secured from the College Book Store, at approximately one dollar per semester hour of credit.

REFUNDING FEES

Students withdrawing from the college before the end of the second week of a semester may obtain a refund of three-fourths of the fees paid. Students withdrawing before the end of the fourth week of a semester may obtain a refund of one-half of the fees paid. After the end of the fourth week no part of the fees can be refunded.

For the Summer Term no fees are refunded after the end of the second week,

BOARDING

Dormitory—So far as accommodations allow, young women without friends or relatives in town will room and board in the dormitory.

A reservation fee of \$5.00 should accompany each application for dormitory accommodations.

All the bed linen and toweling for the dormitory rooms are furnished by the State, but each student is requested to bring a pair of woolen blankets for the bed and also one small rug suitable for use before the dresser or study table or bed, also bathrobe and bedroom slippers.

Private Families—Many of the best homes in the town accommodate student roomers and boarders. Young women who fail to secures places in the dormitory take advantage of the privileges, and men also find accommodations with private families, where they seem to be well satisfied with their treatment. Board and room with private families varies from \$6.00 to \$8.00 per week.

The President has jurisdiction over these boarding places and persons who keep student boarders are required to enforce any regulation in reference to the conduct of students in their homes which he may from time to time find it necessary to prescribe.

DORMITORY RULES

The following rules have been adopted by the State Board of Control:

- 1. No person shall room in the dormitory who does not board there.
- 2. No student who is not a resident of the State of West Virginia shall room in the dormitory, except by special permission.
 - 3. The rates are as follows:

Board per week \$4.50 Rooms, per week, per person50

Each application for dormitory accommodations must be accompanied by a fee of \$5.00 which will be applied toward payment of dormitory fees. In no case will fees be returned.

The State Board of Education has ruled that all students shall stay at the dormitory if there be room therein, unless excused by the President upon the written permission of the parents. The rules and regulations for the government of the dormitory are designed to meet the intellectual, social and moral needs of the students and are rigidly enforced. Any student who steadfastly refuses to conform to the regulations shall be dismissed from the school. No deductions are made on account of absence from the dormitories except at the regularly scheduled holiday vacations, and in cases of illness.

Students are required to replace all broken or useless electric light globes in their rooms during their occupancy.

STUDENT LOAN FUND

A few years ago a student loan fund amounting to about \$150 was contributed by alumni of the school, and several worthy young people have already been aided. The class graduating in 1917 invested \$100 in a Liberty Ecnd, and the faculty at the same time invested \$50, both

contributing thus to the loan fund. Since that time the contributions have been increasing in number until the fund now approaches \$500.

The Y. W. C. A. contributed \$50 to the fund in 1927. Miss Ella M. Turner also makes a contribution of \$50.00 annually.

The class of 1926 left \$150 as a class fund which is to supplant the Student Loan Fund.

The fund is in charge of W. H. S. White, president of the school and ex-officio chairman of the loan committee; Ella M. Turner, member of the faculty and alumni; and F. G. Welshans, president of the alumni association. Applications or loans from the fund should be made to the president of the school.

Last year students were loaned \$1,000 from the West Virginia Knight Templar Student Loan Fund. This is a great boon to deserving students. The amount is limited to \$250 a year to each student.

RELIGIOUS INFLUENCES

It is not to be supposed because this is a State School and in no way connected with any religious denomination or sect that it encourages any the less character building and religious living. On the contrary, it is often found that the moral and religious atmosphere that prevades State schools such as this is in every way wholesome and as conducive to upright Christian living as that of schools which are under the domination of some religious sect.

Students are expected to attend at least one service each Sunday in the church of their choice. Shepherdstown has most excellent advantages in this regard, there being now fewer than seven churches having regular services, presided over by a clergy of unusual ability for so small a town. Students are welcomed to their services by both pastor and congregations and find here a pleasant church home. Most of the students are active workers in the Sunday schools and churches, as are also members of the faculty, most of whom are active members.

A Young Woman's Christian Association and a Young Men's Christian Association are active organizations of the college.

SOCIAL DIVERSIONS

Social diversions of a pleasing and cultural character are not lacking at Shepherd College. Receptions are given each year by the faculty and the various student organizations. All these functions are given under proper supervision and they do much toward bringing about the cordial and sympathetic relationship between faculty and students that is so characteristic of this school.

EQUIPMENT

BUILDINGS

The school has now six large and commodious buildings in which to carry on its work. The oldest of the six is the original Shepherd College, now McMurran Hall. This was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, Esq., of Boston. This board, which is a self-perpetuating body, put the building at the State's disposal for normal school purposes at the school's first founding; and it was the sole home of the school continuously until 1897, when the school occupied a new building erected just north of the College, which was destroyed by fire in the spring of 1901. The "Old College" is now used for the Biology work, as a music hall and is also headquarters for the literary societies. It contains six commodious rooms.

Adjoining the above is Reynolds Hall (the old Town Hall), which was erected in 1889 by the citizens of Shepherdstown and was put at the disposal of the school. It was used until recently for commencement exercises, lectures, receptions, etc., and was the place for holding chapel exercises. It is now used for theatricals and the speech arts.

The main college building, Knutti Hall, was completed and first occupied in the spring of 1904. It is thoroughly modern and well appointed. The basement contains a large gymnasium, lavatories, toilet rooms, a manual training shop and laboratories for the physics and geography departments. The first floor contains the President's office, Dean's office, library, cloak rooms and six commodious class rooms. On the second floor are found a fine auditorium, with seating capacity of about seven hundred, five class rooms, Y. W. C. A., etc. This building, as also the other, is heated by hot water. The boiler room is a short distance from the main structure. The building is lighted by electricity.

WHITE GYMNASIUM

In a climate like ours, where much of the year the weather is unfit for out-of-door sports, it s essential that schools have bymnasiums of dimensions adequate to admit of various indoor games and exercises, and equipped with all needed appliances for the development of the physical man. Shepherd State Teachers College possesses such a gymnasium in its new physical education building. It has ample room for basketball, tennis and indoor baseball, and is used continuously by the students. Physical education classes are held in this building and are open to both sexes.

FAIRFAX FIELD

This fine field lies in the rear of Miller Hall and is entirely adequate for all open air games, football, baseball, bookey and track.

MILLER HALL

This hall for women is a three-story colonial dormitory just two squares from the main building. It is modern in every detail and offers advantages that have been demanded by our patrons for some years. The dining room with a capacity of one hundred or more, laundry, kitchen, serving room and the heater room are on the first floor. On the second floor are a large reception room, a rest room, Ibrary and nine bed rooms 15-12. Each bed room contains two closets with shelves and lavatory with hot and cold water. Bath room and lavatories are found at each end of the corridor. The third floor contains thirteen bed rooms, a hall and lavatories. The east, north and south sides have porches. All inquiries concerning room should be addressed to the President of the school, or to Miss Mabel Hall, Dean of Women.

RUMSEY HALL

The Men's Dormitory in the center of town is of red brick, contains twenty-seven bed rooms, two reception rooms, and is equipped with bath rooms, lavatories, electric light and steam heat. All meals are served in the dining room at Miller Hall.

Reservations may be made by applying directly to the President.

LABORATORIES

The Biology Laboratories occupy three rooms equipped to meet increasing needs growing out of the enriched curriculum. They are plumbed for water and furnished with biological tables accommodating thirty-two students at one time. An excellent collection of zoological specimens has been made and a school garden on the ground offers opportunity for illustrative work. This is one of the best equipped laboratories for botany, zoology, nature study, etc., to be found anywhere.

The Chemistry Laboratory has accommodations for twenty-four students at one time, and is equipped with all necessary chemicals and apparatus for standard work in first and second year college chemistry. A blau gas system renders the heating the same as with natural gas.

The Physics Laboratory is well supplied with demonstration apparatus and complete sets of apparatus for individual experiments.

Numerous geological specimens, maps, tellurians and charts meet the needs of geography for illustrative teaching.

THE HOME ECONOMICS COTTAGE

The Domestic Science Department is fitted with an electric range, an oven, tables for twenty-four students, and all necessary culinary apparatus for individual and group work. For domestic art six Singer sewing machines and several cutting tables are provided. The new Home Economics Cottage recently equipped is one of the most admired and artistic buildings on the campus.

LIBRARY

The library occupies a handsome and exceptionally well lighted room adjoining the study hall. It is open from 8.15 a. m. until 5.00 p. m. every school day and from 9 a. m. to 12 m. on Saturdays. Books may be taken out and kept not exceeding two weeks. It contains about 15,000 well-selected bound volumes and several hundred pamphlets, periodicals and magazines. The library is used also as a reading room, and on tables and racks may be found about eighty of the best current magazines, periodicals and newspapers.

STUDENT ACTIVITIES

Young Women's Christian Association—The regular time of meeting is Thursday afternoon.

Young Men's Christian Association—The regular time of meeting is Tuesday evening.

The Picket—This school paper now in its thirty-eighth year is issued twenty times a year by a staff of student editors with the approval and help of the faculty. The class in journalism offers regular credit.

County Clubs—Several years ago the students from each of the several counties of the eastern panhandle formed organizations which have been active in increasing fellowship among their own number as well as letting the home folks know through the county newspapers of their activities at Shepherd College.

Alpha Psi Omega—This is the National Honorary Dramatic Fraternity of the campus. It was founded at Fairmont State Teachers College in 1925 and chartered at Shepherd State Teachers College in 1932.

Membership in the fraternity is restricted to those who have done sufficient amount of dramatic work in high school to be qualified as a pledge. After one becomes a pledge a certain amount of points must be worked off and the formal examination successfully passed before he can be initiated into membership.

For the term 1934-35 among other activities the fraternity sponsored an Alpha Psi Omega Homecoming Luncheon for the alumni; sponsored a party for the pledges; held the Annual Celebrity Contest and Dance; held Alpha Psi Omega Farewell breakfast during last week of school, and presented their annual spring play, The Picture Girl.

Forensic Society—Shepherd has always taken an active part in intercollegiate debating and oratory. All students interested in forensic work are urged to try out for either debate or oratory. Individuals are selected to represent the college in intercollegiate contests by eliminations held earlier in the season. English credit is given for participation in either debate or oratory.

Dr. I. O. Ash is coach of orations and is assisted by Mrs. Grace Yoke White, who has no official connection with the college but gladly contributes her services.

Dr. I. O. Ash is also coach of debate. The 1934-35 schedule was the longest ever known at the college. Shepherd engaged in thirty debates during the season. The college was represented at the State Tournament held at Marshall College and at the Contest of the South Atlantic held at Lenoir Rhyne College, Hickory, N. C. During the season Shepherd met teams from West Virginia University, Western Maryland, Blue Ridge, Shippensburg, Salem, Bethany, Fairmont, Potomac State, Davis and Elkins, Morris Harvey, West Virginia Wesleyan. On a trip through the South, Shepherd met Ashville Normal, Wofford, Forman University, Lenoir Rhyne, Maryville, Appalachian, High Point, Guilford, College of the City of Charleston and Wake Forest.

A chapter of Kappa Gamma, national honorary speech fraternity, was established at Shepherd in 1933.

Social Fraternities—Social fraternities are represented by the Phi Chi Sorority and the Theta Sigma Chi Fraternity.

The Student Association—This is directed by the student president, vice-president, secretary-treasurer and members of the student council elected two from each class.

This association has a committee on social activities, a committee on student publications, and a committee on athletics.

Award of athletic insignia and gold medals for intercollegiate orator and debaters are made through this association.

COURSES OF STUDY

Three courses of study are offered, as follows:

- 1. Standard Normal Course, consisting of two years and preparing for teaching in the elementary school.
- 2. College Course, consisting of four years in preparation for teaching in elementary school and leading to the A. B. degree in elementary education.
- 3. College Course, consisting of four years in preparation for teaching in high schools and leading to the A. B. degree in secondary education.

STANDARD NORMAL COURSE

The normal course is a two-year course for the preparation of teachers for town and city elementary schools, or for rural schools. Every normal course graduate receives a standard normal teacher's certificate good for teaching in any elementary or junior high school of the State. This certificate is valid for five years, and is renewable, so that it is practically a life certificate.

Summary of Requirements	
Semes	ster Hours
1. Composition (5), Children's Literature (2) General Lit. (3)	10
2. American History	6
3. Geography, including Principles of Geography (3)	6
4. Biology (3) and Nature Study (3)	6
5. Elementary Education	20 6
7. Music	4
8. Art	4
9. Elective	6
Total	68
NORMAL COURSE IN SEQUENCE	
FIRST YEAR	
PIRSI TEAR	
First Semester Weeks Periods Semes	ter Hours
Introduction to Art	
Introduction to Education 94	
Educational Psychology 102 94	2
Composition 101 18	3
Principles of Geography 18	3
Physical Education 101	
Principles of Biology 18	3
	17
Second Semester	
Public School Art	
Teaching of Arithmetic 94	
Teaching of Reading	
Geography of North America 18	
Health and Hygene	3
Nature Study 102 or 103	
1.40.410 2.414 2.01 0.1 1.00 11.1111111111111111111111	
	17
SECOND YEAR	
First Semester	
Teaching Language and Writing. 94	
Teaching Geography and History 94	
Observation and Directed Teaching 12	
Oral English or Public Speaking 18	
Games for Children 18	
Early American History 18.	

Elective 18	3	
	-	
		17
Second Semester		
Observation and Directed Teaching 125	2	
Educational Psychology 203 182		
Problems in Rural Education 18		
Children's Literature		
Public School Music		
Physical Education 202		
Later American History 18		
Elective	3	
	-	
		17
Total		68
FOUR YEAR COLLEGE COURSE FOR TEACHER	S	
IN ELEMENTARY SCHOOLS		
General Minimum Requirements		
	actor	Hours
		nours
1. General and Elementary Education		
2. English and Public Speaking	15	
3. Social Studies	12	
4. Biology and Nature Study	8	
5. Geography	8	
6. Health and Physical Education	6	
7. Art	6	
8. Music	6	
Electives	37	
Electives		
	128	
	140	
FOUR YEAR COLLEGE COURSE FOR TEACHER	RS	
IN HIGH SCHOOLS		
Constants		
	ester	Hours
1. English and Public Speaking	12	
2. History	6	
3. Political Science, Economics and Sociology	6	
4. Science (Botany, Chemistry, Physics or Zoology)	8	
• • • • • • • • • • • • • • • • • • • •	2	
5. Health		
6. Physical Education	4	
	-	
Outline of First and Scond Years		

Outline of First and Scond Tears

FIRST YEAR

First Semester

Semester Hours

Composition 101		
Modern European History 103		
Health and Hygiene	2	
Botany 201 or Chemistry 111 or Physics 211	_	
Electives		
Electives	4	
	-	10
		16
Second Semester		
Composition 102		
English Literature 104		
Modern European History 104		
Physical Education 101	2	
Botany 202 or Chemistry 112 or Physics 212	4	
Electives	2	
	_	
		16
SECOND YEAR		
First Semester		
Economics, Sociology or Government	3	
Physical Education		
Electives		
	-	
-		16
Second Semester		10
Economics, Sociology or Government	3	
Public Speaking 201	2	
• • • • • • • • • • • • • • • • • • • •	11	
Electives	11	
	_	10
		16
Totals	•••••	64

Detailed Requirements

Prospective teachers may qualify under regulations on this page, or under the requirements found in Bulletin No. 7, revised, 1934.

- 1. Completion of the constants previously listed.
- 2. Selection of a first and second teaching subject and completion of the number of hours in each as listed in one of the following approved combinations:
 - (a) English, 34 hours, and French, 2 units and 20 hours.
- (b) English, 34 hours, and Social Studies, 40 hours (to include 6 hours in Geography).
- (c) French, 2 units and 20 hours, and Social Studies, 40 hours (to include 6 hours in Geography).
- (d) Social Studies, 40 hours (to include 6 hours in Geography), and Mathematics, 16 hours (with $2\frac{1}{2}$ units including 1 unit each of Algebra and Geometry for entrance).

- (e) English, 34 hours, and Latin, 2 units and 20 hours.
- (f) Social Studies, 40 hours (to include 6 hours of Geography), and Latin, 2 units and 20 hours.
- (g) Biology and General Science, 36 hours (20 hours of Bology, 3 hours each of Physics and Chemistry, and 6 hours of Geography), and Mathematics, 16 hours (with 2½ units including 1 unit each of Algebra and Geometry for entrance).
- (h) Biological and General Science, 36 hours (20 hours Biology, and 8 hours each of Physics and Chemistry), and Social Studies, 40 hours (to include 6 hours in Geography).
- (i) Physical Sciences, 32 hours (16 hours each of Physics and Chemistry, and 6 hours of Geography and Geology), and Mathematics 16 hours (with 2½ units including 1 unit each of Algebra and Geometry for entrance).
 - (j) Art, 29 hours.
 - (k) Home Economics, 36 hours.
 - (1) English, 34 hours, and Art, 34 hours.
- (m) Social Studies, 40 hours (to include 6 hours in Geography), and Physical Sciences, 32 hours (16 hours each of Physics and Chemistry and 6 hours (with 2 units for entrance) in Mathematics).
- (n) Home Economics, 40 hours, and Biology, 36 hours (20 hours of Biology and 8 hours each of Physics and Chemistry).
- (o) Art, 34 hours, and Social Studies, 40 hours (to include 6 hours in Geography). \cdot
- (p) Biology and Physical Sciences (20 hours in Biology, 16 hours each in Physics and Chemistry, 6 hours (with 2 units for entrance) in Mathematics, and 6 hours in Geography and Geology).
 - 3. Completion of 20 hours of Secondary Education.
 - 4. Completion of a total of 128 hours.

When less than 2 units of Latin or French has been offered for entrance, additional college work in the language will be required on the basis of 5 hours for each unit.

SPECIFIC REQUIREMENTS FOR CERTIFICATION OF ELEMENTARY SCHOOL TEACHERS AND PRINCIPALS

NEW REQUIREMENTS IN EFFECT AFTER JULY 1, 1937—

The new requirements shall not be retroactive for any who have registered for teacher-training before the date of adoption by the State Board of Education, July 1, 1934, provided, however, any candidate for certification may qualify under the old or the new requirements until July 1, 1937, from which date all who apply for certification shall qualify under the new requirements.

		Semester Hours		Minimum Hours Required
	Subject Groups—	Required	Electives	by Groups
I	ENGLISH:			
	(1) English Compositionor	5		
	English Composition	6		
	(2) Children's Literature			
	(3) Elect from following:		2-3	
	American Literature	3	4-3	
	English Literature	3		
	Bible as Literature 2	_		
	Public Speaking			
	Narrative Poetry	3		
	Story Telling	3		
	Library Work	3		
	Minimum Hours Require	_		. 10
		Ju		10
11	SOCIAL STUDIES:			
	(1) American History			
	(2) Government		3	
	(a) American (National)	3		
	(b) State (Emp'sis. W. Va.)	3		
	(3) Principles of Geography			
	(4) Elect from following:			
	History and Geography of We			
	Virginia	3		
	World Geography	3		
	Geography of N. America	3		
	Geography of Europe	3		<u> </u>
	Economic Geography	3		
	Minimum Hours Require	ea		15
III	SCIENCE:			
	(1) Nature Study	3		
	(2) General Biology	3		
	Minimum Hours Require	ed		6
IV	EDUCATION: (To receive credit or ed courses must be taught by an			-
	Department of Education).	1.1001 40001	or morrac	OIS OI VIIC
	(1) Educational Psychology	3		
	(2) School Management and O			
	ganization (To include training			
	in types of school reports use			
	in West Virginia)			
	(3) Principle of Learning and			
	Teaching Elementary School			
	Subjects	5		
	(5) Elect from following:		5	
	_			

				Minimum
		Semeste		Hours
			Approved	-
	Subject Groups—	Required	Electives	by Groups
	Kindergarten and Primary			
	Education	2		
	Problem of Child Adjust-			
	ment	3		
	Tests and Measurements	2		
	Introduction to Teaching Rural Education	2		
	History of Modern Educa-	4		
	tion	3		
	Minimum Hours Require			20
	•			20
V	HEALTH AND PHYSICAL EDUCA			
	(1) Physical Education			
	(2) Health Education			
	Minimum Hours Require	ed		6
VI	MUSIC:			
	(1) Introduction to Music			
	(2) Public School Music			
	Minimum Hours Require	ed		4
VII	ART:			
	(1) Introduction to Art	2		
	(2) Public School Art			
	Minimum Hours Require	ed		4
VIII	ACADEMIC SUBJECTS	•••	3	
	Minimum Hours Require	ed		3
IX	RECAPITULATION:			
	(1) Number Hours Required	.51-52		
	(2) Number Hours from Approve	ed		
	Electives	•••	16-17	
	(3) Total Hours Required	•••		58
	UR-YEAR PROGRAM FOR THE			
	CATION OF ELEMENTARY TEACH	iers an	D PRINCIP	PALS
Ι	ENGLISH:	5		
	(1) English Composition	ປ		
	English Composition	6		
	(2) Children's Literature			
	(3) Elect from following:		6-9	
	American Literature	3		
	English Literature	3		
	Bible as Literature 2-	-3		
	Public Speaking 2-			
	Narrative Poetry	3	20.0	

		н		Hours Approved	Required
	Subject Groups—	_	uired	Electives	by Groups
	Story Telling				
	Library Work				
	(4) Advanced Composition or Je				
	nalism (Newswriting)	•••••	2		
	(5) Public Speaking or Library				
	Science		3		
	Minimum Hours Requ	iired			20
II	SOCIAL STUDIES:				
	(1) American History	•••••	6		
	(2) American Government	•••••	3		
	(3) State and Local Governmen		3		
	(4) Principles of Geography	•••••	3		
	(5) Elect from following:	•••••		6	
	History and Geography of V	Vest			
	Virginia				
	World Geography	. 3			
	Geography of N. America	. 3			
	Geography of Europe	. 3			
	Economic Geography	. 3			
	(6) Sociology	••••••	3		
	(7) Economics	•••••	3		
	Minimum Hours Requ	iired			27
Ш	SCIENCE:				
	(1) Nature Study	•••••	3		
	(2) General Biology	•••••	6		
	Minimum Hours Requ	ired			9
IV	EDUCATION: (To receive credit	on Ed	ucatio	n all such	designat
	ed courses must be taught by				
	Department of Education).	ALL 111501	actor	01 111001 40	oors or the
	(1) Educational Psychology		3		
	(2) School Management and				
	ganization (To include trai				
	in types of school reports u	_			
	in West Virginia)		2		
	(3) Principles of Learning and		_		
	Teaching Elementary Scho	ool			
	Subjects		5		
	(4) Supervised Student Teachin		5		
	(5) Elect from following:	_		5	
	Kindergarten and Primary			, and the second	
	Education	. 2			
	Problem of Child Adjustment				
	Tests and Measurements				
	Rural Education				

			5	Semester	r Hours	Minimum Hours
	Subi	ject Groups—	R		Approved Electives	_
		History of Modern Education	3	cquireu	Licetives	ру Споир
	(6)	Elementary School Administration	ı-	3		
	(7)	Supervision of Instruction	•••	2		
	(8)	Elect from following:	 2 2 2		5 to 11	
		Investigations in Elementary		E .		
		School Subjects Psychology of Elementary School Subjects	2			
		or				
		Psychology of Childhood Supervised Student Teaching	3 2			
		Minimum Hours Require				30
		Maximum Hours Require	ed			36
v	HEA	ALTH AND PHYSICAL EDUCA	Υ	ION:		
	(1)	Physical Education		4		
	(2)	Health Education		2		
		Minimum Hours Require	ed			6
VI	MU	SIC:				
-	(1)	Introduction to Music	•••	2		
	(2)	Public School Music	•••	2		
		Minimum Hours Require	ed			4
VII	ART					
	/	Introduction to Art		2		
	(2)	Public School Art		2		4
		•	u			7
'III		CAPITULATION:	77.0	. 70		
	(1) (2)	Number Hours Required No. Hours Approved Elective		0-10	22-30	
	(3)	Electives			23-28	
	(4)	Total Hours Required			20 20	128
IX	Trod	h student preparing to teach al		ve sixth	grade mii	st he nre
IA	pare	ed to teach two subjects depart m number of hours indicated as	m	entally !		
	(1)	English				
	(2)	Social Studies				
	(3)	Science				
	(4) (5)	Mathematics				
	(6)					

	(7)	Art	16
	(8)	Practical Arts	13
X	Elec	tives to make 128 hours.	

SPECIFIC REQUIREMENTS FOR CERTIFICATION OF HIGH SCHOOL TEACHERS

NEW REQUIREMENTS IN EFFECT AFTER JULY 1, 1937-

The following Table lists the Teaching Fields and indicates the approved Teaching Combinations:

			_		_	-	T		-	-	-	-	-		+	-
	No. Hrs.	41	29	24 :	32	34	20	36	35	20	16	36	30	39	40	
	Another Teaching Field	A. Agriculture	B. Art	C. Biology	D. Commerce	E. English	r. French	G. Home Econ.	h. Ind. Arts	Translation of the second	J. Mathematics	K. Music	L. Phys. Baue.	Gen Sci.	N. Soc. Studies	
A. Teaching Field	No. Hrs.															No. Comb
A. Agriculture	41			x_					x					x		3
B. Art	29				:	x	x	<u> </u>	x		X	x			x	7
C. Biology	24	x						x		L	x		x	x		5
D. Commerce	32					x					x	x			x	4
E. English	34		x		x		x			x		x			x	6
F. French	20		x		<u> </u> :	X	L					X	X		x	5
G. Home Econ.	36		X	x								X	x		x	5
H. Ind. Arts	35	x	x								x		x	x		5
I. Latin	20				2	×_									x	2
J. Mathematics	16	:	x :	X 2	ζ_			2	×_				x	X	x	7
K. Music	3 6	2	X	2	X 2	X :	x	x					x		x	7
L. Phys. Educ.	30			x			x	X	X		x	x		x	x	8
M.Phys.&Gen.Sci.	39	X		x					x		x		x			5
N. Soc. Studies	40		x		X :	x	x	X	2	ζ.	X	x.	x			9
No. Comb.		3	7	5	4	6	5	5	5	2	7	7	8	5	9	78

GENERAL ACADEMIC | AND PROFESSIONAL REQUIREMENTS FOR ALL HIGH SCHOOL TEACHERS

Total Semester Subjects Hours Required
1 English (8), Public Speaking (2)
2 Social Science
History 3-6; Political Science 3-6; Sociology 3-6; Eco-
nomics 3-6. Three semester hours required each subject.
3 Science
4 Physical Education (4),* Health (2)
5 Education
6 Preparation for Directing one Co-Curricular Activity** 2
Required and Approved Courses in Education for the Training of
Teachers for Junior and Senior High Schools in West Virginia.
Semester Hours
Education*** 1 Educational Psychology
Education 2 Psychology of Secondary School Subjects or
Psychology of Adolescence2
Education 3 Principles of Teaching in Seconday Schools 2-3
Education 4 Tests in Secondary Education and Elementary
Statistics 2
Education 5 Student Teaching (3) and Materials in one subject (2)
Education****6 Student Teaching (2) and Materials in another
subject (2)
Education 7 Philosophy of Education 2-3
Education 8 Educational Sociology
Education 9 High School Program of Studies
Education 10 History of Modern Education
Education 11 High School Organization 2-3
Education 12 Adult Education
Education 13 Current Practices in Secondary Education 2
Education 14 The Junior High School
Education 15 Pupil Personnel and Pupil Accounting
Education 16 Introduction to Vocational Teaching
Minimum Required for Certification 20

I General academic requirements 1 to 5, inclusive, will be satisfied when they have been completed in individual curricula.

* Military Science will not be accepted as Physical Education.

** May be satisfied by a two-hour course from any curriculum or from any elective provided such course gives training which will help in directing co-curricular activities in the high school.

** To receive credit in Education, all such designated courses must be taught by an instructor or instructors of the Department of Edu-

cation.

***** Elective. The five to seven hours' elective courses may be selected from courses Education 6-16 inclusive. If any institution desires to substitute some other courses by way of experimentation it may do so by securing the approval of the Teacher-Training Division of the State Department of Education, and also by agreeing to furnish the other training institutions descriptive results of the experiment. All courses in Education must be given in the junior and senior years. Twenty-four hours is the maximum number in Education which may be counted towards graduation in any program for the certification of high school teachers. high school teachers.

CURRICULUM FOR TEACHERS OF ART ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

B. For Teachers of Art

			Hours
I	GENERAL REQUIREMENTS (See academic and p	orofes-	
	sional requirements for all teachers)	*********	59
II	ART—A TEACHING FIELD*	*********	29
	Aprroved Courses in Art:	Hours	
	1 Object Drawing	6	
	2 Color and Design	3	
	3 Constructive Design	4	
	4 Lettering	1	
	5 Appreciation	2	
	6 Applied Design	6	
	7 History of Art	4	
	8 Figure Drawing	3	
III	ANOTHER TEACHING FIELD:		
	English	34	
	or		
	French	. 20	
	or		
	Home Economics	36	
	or		
	Industrial Arts	35	
	or		
	Mathematics	16	
	or		
	Music	36	
	or		
	Social Studies	40	
	Total Required for Certification		128

CURRICULUM FOR TEACHERS OF BIOLOGY ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

	C For Teachers of Biology	Hours	
I	GENERAL REQUIREMENTS (See academic and profes-		
	sional requirements for all teachers)	59	

^{*}Students combining Home Economics with Art have the privilege of eliminating Constructive Design—4 hours and Applied Design—6 hours from the above list, and applying 10 hours in Home Economics requirements from Applied Art and allied courses 4 hours; Clothing Construction and Design and allied courses 6 hours.

II	BIOLOGY—A TEACHING FIELD	Hours	24
	ogy, Physiology	6-12	
III	CHEMISTRY	6-8	
IV	ANOTHER TEACHING FIELD:		
	Agriculture	41	
	or Home Economicsor	36	
	Mathematics	16	
	Physical Education	30	
	Physical and General Science	39	128

^{*} If courses are offered from Botany and Zoology, credit should be distributed between the two subjects in approximately equal quantities.

CURRICULUM FOR TEACHERS OF COMMERCE ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACH-

ING SUBJECT MAY BE SELECTED

D For Teachers of Commerce

		D For Teachers of Commerce	
			Hours
I	GENE	RAL REQUIREMENTS (See academic and profe	s-
	sional	requirements for all teachers)	59
II	COMN	MERCE—A TEACHING FIELD	32
	App	roved Courses in Commerce: Hou	rs
	1	Accounting4	-8
	2	Stenography*	6
	3	Secretarial Training and Office Practice	5
	4	Commercial Law 2	-4
	5	Money, Credit and Banking 2	-4
	6	Business Management	-4
	7	Sales Management 2	-4
	8	Mathematics of Investment or Advanced	
		Accounting 2	-3
	9	Marketing	-4
	10	Advertising 2	-3
	11	Economics	-6
III	ANOT	HER TEACHING FIELD:	
	Eng	lish	34

^{*} May be satisfied by demonstrating standards of efficiency. This will not reduce the number of hours in Commerce required for graduatin.

	or			
	Mathema	tics	16	
	or			
	Music	***************************************	36	
	or			
	Social St	udies	40	
	To	tal Requirement for Certification**		128
OTTO T			TOTAL	mmic
CURI		FOR TEACHERS OF ENGLISH ALSO I	NDICI	TING
		LDS FROM WHICH ANOTHER TEACH-		
		ING SUBJECT MAY BE SELECTED		
		E For Teachers of English		
				Hours
I	GENERAL	REQUIREMENTS (See academic and pro-	ofes-	
	sional requ	irements for all teachers)	•••••	59
II	ENGLISH-	-A TEACHING FIELD		34
			lours	
	I Eng	lish Language and Composition	9-10	
		Hours		
	(a)	English Composition 5-6		
	(b)	Advanced Composition, or 2		
	(c)	Study of the English Language 3		
	(d)	Exposition 2		
	2 Lite	rature	18-19	
		Hours		
	(a)	American Literature (Required) 3		
	(b)	English Literature (Required 3 hrs., 3-6		
	(c)	World Literature		
	(d)	Contemporary Literature 2		
	(e) (f)	Bible as Literature 2-3		
	(r) (g)	Shakespeare		
	(h)	Free Reading		
	(i)	Poetry		
	(j)	The Essay		
	(k)	The English Novel		
	(1)	The Short Story		
	\-'	The Study of One Literary Period 3		
	(n)	The Drama		
	3 Spe	cial Activities	6	
		Hours		
	(a)	Library Work 2		
	(b)	Public Speaking (2 hours required) 4		
	(c)	Journalism (2 hours required) 4		
III	ANOTHER	TEACHING FIELD:		
	Art		29	
	or			
	Commer	ce	32	

** Except with Social Studies, 131 hours.

or		
French	20	
or		
Latin	20	
or		
Music	36	
or		
Social Studies	20	
Total Requirement for Certification*		128

^{*} Except with Music 129 hours; Social Studies 133 hours.

CURRICULUM FOR TEACHERS OF FRENCH ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

F For Teachers of French

		Hours
Ι	GENERAL REQUIREMENTS (See academic and profes-	
	sional requirements for all teachers)	59
II	FRENCH—A TEACHING FIELD*	20
	Approved Courses in French: Hours	,
	1 Modern Fiction since 1800 3	
	2 Drama of the 19th Century 3	
	3 Advanced Readings 6	
	4 Grammar and Pronunciation 3	
	5 Clasical School	
	6 Oral French	
	7 French Literature 6	
	8 French Civilization and Culture 3	
III	ANOTHER TEACHING FIELD:	
	Art29	
	or	
	English	
	or	
	Music	
	or	
	Physical Education 30	
	or	
	Social Studies	
	Total Required for Certification	128

^{*}Students who have not had two units of high school French will be required to take ten additional hours.

CURRICULUM FOR TEACHERS OF HOME ECONOMICS ALSO IN-DICATING FIELDS FROM WHICH ANOTHER TEACH-ING SUBJECT MAY BE SELECTED

G For Teachers of Home Economics*

			Hours
I	GENERAL REQUIREMENTS (See academic and	profes-	
	sional requirements for all teachers)		59
II	HOME ECONOMICS—A TEACHING FIELD**		36
	Approved Courses in Home Economics	Hours	
	1 Foods and Nutrition	10	
	2 Textiles and Clothing, including Clothing		
	Selection, Construction and Design	8	
	3 Applied Art, including Home Decoration		
	and Furnishing	8-10	
	4 Home Management	6-8	
	5 Child Care and Development	2-5	
III	ANOTHER TEACHING FIELD:		
	Art	29	
	or		
	Biology	24	
	or		
	Music	36	
	or		
	Physical Education	30	
	or		
	Social Studies	40	
	Total Required for Certification***		128

^{*} Science in the General Academic Requirements, Page 30 shall include Chemistry for Home Economics teachers.

** Refer to Note, Page 31.

*** Except with Music 131 hours; Social Studies 135 hours.

CURRICULUM FOR TEACHERS OF LATIN ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

I For Teachers of Latin

				Hours
I	GENE	RAL REQUIREMENTS (See academic and	profes-	
	sional	requirements for all teachers)		59
II	LATIN	V—A TEACHING FIELD*	••••••	20
	App	roved Courses in Latin:	Hours	
	1	Cicero's Orations	3	
	2	Vergil's Aeneid	3	
	3	Roman Comedy,	3	
	4	Latin Composition	3	
	5	Cicero's De Senectute and De Amicitia	3	

^{*}Students who have not had two units of high school Latin will be required to take ten additional hours.

	6 Roman Letter Writing	3	
	7 Livy	3	
	8 Horace	3	
	9 Prose Anthology	3	
	10 Tacitus, Agricola or Amalo;		
	Sentonius, Life of Julius or Augustus	3	
	Scrivorada, Erro or ourth or reagant minim	· ·	
III	ANOTHER TEACHING FIELD:		
	English	34	
	or		
	Social Studies	40	
	Total Required for Certification	••••••	128
CIIDI	RICULUM FOR TEACHERS OF MATHEMATICS	ATSO	TNIDI
COIV			INDI
	CATING FIELDS FROM WHICH ANOTHER T	EACH-	
	ING SUBJECT MAY BE SELECTED		
	J For Teachers of Mathematics		
			Hour
I	CENEDAL DECLIDEMENTS (See and only	nnofor	Hour
1	GENERAL REQUIREMENTS (See academic and	2	50
	sional requirements for all teachers)	•••••	59
II	MATHEMATICS—A TEACHING FIELD (Entrance	credit	
	2½ units		16
	Approved Courses in Mathematics:	Hours	
	1 Unified Mathematics	3	
	2 Solid Geometry	3	
	3 College Algebra	3	
	4 Plane Trigonometry	2	
	5 Spherical Trigonometry	3	
	6 Plane Analytic Geometry		
		3	
		2-3	
		6	
	9 Mathematical Theory of Statistics	2	
	10 Differential Equations	2-3	
III	ANOTHER TEACHING FIELD:		
	Art	29	
	or		
	Biology	24	
	or		
	Commerce	32	
	or		
	Industrial Arts	35	
	or		
	Physical Education	30	
	or		
	Physical and General Science	39	
	or	00	
	Social Studies	40	
	Total Regiured for Certification	10	128

59

CURRICULUM FOR TEACHERS OF MUSIC ALSO INDICATING FIELDS FROM WHICH ANOTHER TEACHING SUBJECT MAY BE SELECTED

K For Teachers of Music*

		Hours
I GENERAL REQUIREMENTS (See academic and	•	
sional requirements for all teachers)	••••••	59
II MUSIC—A TEACHING FIELD	**********	36
Approved Courses in Music:	Hours	
1 Ear Training	3	
2 Sight Singing	3	
3 Orchestral Instruments	5	
4 Appreciation and History of Music (tw	o	
3-hour courses)	6	
5 Harmony	2	
6 Voice	6	
7 Piano	6	
8 Other courses in Music	5	
III ANOTHER TEACHING FIELD:		
Art	29	
or		
Commerce	32	
or		
English	34	
or Floored	00	
French	20	
Or Home Economics	36	
or	30	
Physical Education	30	
or	30	
Social Studies	40	
Total Required for Certification**		128
CURRICULUM FOR TEACHERS OF PHYSICAL EDU	CATION	ALSO
INDICATING FIELDS FROM WHICH ANO		
TEACHING SUBJECT MAY BE SELECTE	D O	
L For Teachers of Physical Education		
		Hours
I GENERAL REQUIREMENTS (See academic and	profes-	

^{*} If, in addition to the above required courses, the holders of this certificate effers four hours in public school music in excess of introduction to Music, permission will be given to teach Music in elementary

sional requirements for all teachers)

schools.

** Except with English 129 hours; Social Studies 135 hours; Home

30

	SICAL EDUCATION—A TEA proved Courses in Physical E	ducatio	n:
1	Health Education		
2	Hygiene		
3	Playground and Communit		
4	Kinesiology		
5	Physiology		
6	Individual Gymnastics		
		Men	Women
		Hours	Hours
7	Football	. 1	0
8	Basketball	. 1	1
9	Track	. 1	1/2
10	Baseball	. 1	1/2
11	Tumbling	. 1	1
12	Scouting		1
13	Camping and Hiking	. 1	1
14	Games	. 1	1
15	Athletic Training, Massage	:	
	and Conditioning and First	;	
	Aid		1
16	Soccer and Speedball		1
17	Marching, Calisthenics	. 1	1 1
18	Advanced Practice:		
	(a) Football, basketball		
	and officiating	. 2	1
19	Folk Dancing—Clogging	1	1
20	Postural Gymnastics		1
21	Field ball and Hockey		1
22	Archery and Tennis		1
23	Natural Dancing		1
24	Aquatic Sports	1-2	1-2
ANOT	THER TEACHING FIELD:		
	ogy	*************	•••••
01 Tilwo	nch		
		•••••	***************************************
01 Hor	re Economics		
Hor		•••••••	***************************************
	ustrial Arts		
		••••••••	••••••
Mod	hematics		
man on		*************	•••••
	sic		
00		••••••	••••••

 $^{\ ^*}$ No credit on Physical Education shall be allowed for participation in college sports.

Physical and General Science	
Social Studies	
** Except with Social Studies 129 hours. CURRICULUM FOR TEACHERS OF PHYSICAL AND GENE ENCE ALSO INDICATING FIELDS FROM WHICH A	N-
OTHER TEACHING SUBJECT MAY BE SELECTED)
M For Teachers of Physical and General Science	
I GENERAL REQUIREMENTS (See academic and profe	Hours s-
sional requirements for all teachers)	59
II PHYSICAL AND GENERAL SCIENCE—A TEACHIN	
Approved Courses in Physical and General Science:	
1 Chemistry (16), Physics (12), from the	rs
following: 2 General Chemistry	
3 Inorganic Chemistry 4	
4 Qualitative Analysis 4	
5 Quantitative Analysis4	
6 Organic Chemistry 4	
7 Food Analysis of Dairy Chemistry 3	
8 General Physics 8-10	
9 Radio Telegraphy and Telephony 3-6	
10 Photography 2	
11 Light 3	
12 Sound 4	
III BIOLOGY 8	
IV GEOLOGY	9
V ANOTHER TEACHING FIELD:	
Agriculture	
Biology24	
Or Industrial Arts	
Mathematics	
Physical Education	128
·	

^{*} Except with Agriculture 139 hours; Industrial Arts 133 hours.

CURRICULUM FOR TEACHERS OF SOCIAL STUDIES ALSO INDI-CATING FIELDS FROM WHICH ANOTHER TEACH-ING SUBJECT MAY BE SELECTED

N For Teachers of Social Studies

	N To Teachers of Social Studies	Hours
I	GENERAL REQUIREMENTS (See academic and profes-	
	sional requirements for all teachers)	59
II	SOCIAL STUDIES—A TEACHING FIELD	40
	1 Approved Courses in Social Studies: Hours	
	(a) History 18	
	Hours	
	(1) European History 6	
	(2) American History 12	
	Hours	
	(a) West Va. History 2-3	
	(b) Other American His-	
	tory 9-10	
	2 Political Science	
	(a) State and Local Government 2-3	
	(b) National Government 2-3	
	(c) Elective 2	
	3 Economics 6	
	(a) Principles of Economics 2-6	
	(b) Economic Labor and Indus-	
	trial Problems 2-4	
	(c) Elective	
	(a) Principles of Sociology 2-3	
	(b) Problems of Child Welfare 2-3	
	(c) The Family 2-3	
	(d) Social Pathology 2-3	
	5 Geography	
	(a) World Geography 3	
	(b) Geographic Influence 2-3	
	(c) Economic Geography 2-3	
III	ANOTHER TEACHING FIELD:	
	Ak	
	Art	
	or Commerce	
	or 32	
	English	
	or	
	French	

Home Economics

36

or		
Latin	20	
or		
Mathematics	16	
or		
Musicor	36	
Physical Education	30	
Total Required for Certification*		128

^{*} Except with Commerce 131 hours; English 133 hours; Home Economics 135 hours; Music 135 hours; Physical Education 129 hours.

RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND TEACHERS' CERTIFICATES

All teachers in any public school of this state must hold valid certificates issued under and according to the laws of West Virginia. Any person who is issued a teacher's certificate must have a good character and be at least eighteen years of age on the first day of October of the year in which the certificate is issued.

PERTINENT INFORMATION

- 1. Each teacher is individually responsible for securing and renewing his own certificate. An error on a certificate will be corrected only in case such error is reported by the holder of the certificate within one year from the date on which the certificate was issued.
- 2. All certificate requirements and rulings are based upon SEMESTER HOURS.
- 3. A "C" average on all credits earned after the close of the first semester of the school year of 1933-34 is required for original and renewed certification.
- 4. The qualifications prescribed in the regulations for the issuance of teaching certificates are minimums not optimums nor maximums. Local school authorities may require additional or high qualifications than those prescribed by the Department.
- 5. West Virginia does not validate teachers' certificates or licenses issued in any other state. However work done in accredited schools of other states which conforms in subject matter with the curricula of West Virginia will be accepted toward meeting the requirements of any certificate in this state.
- 6. Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers.
- 7. A fee of \$1.00 in CASH must accompany each application except the renewal of the professional certificate which requires \$5.00.
- 8. Credits, once placed on file in the Division of Certification, are permanent records and can not be removed. There are also many requests for copies of transcripts that the Department finds it impossible

to meet the demands, owing to the limited number of employees. However, persons may feel free to copy their own credits at any time.

- 9. An applicant with five years teaching experience may be excused from taking directed teaching on the recommendation of the head of the department of education of the school from which he has met his residence requirements.
- 10. 120 days of actual teaching in the regular school term constitute experience sufficient to claim advance salary as provided by law.
- 11. When all teaching opportunity has been utilized and the certificate holder shows intention to continue in teaching as a vocation, the certificate will be renew upon the recommendation of the county superintendent. It will be necessary to complete the school credit requirement the same as in any other case.
- 12. All certificates, except the second grade elementary made by examination, are based upon high school graduation.
- 13. Only 9 hours credit may be earned by teachers in service during 1 year of teaching, not more than 6 of which may be earned in 1 semester.
- 14. Reading Circle work for the renewal of certificates was discontinued in 1933.
- 15. The Division of Certification finds it impossible to evaluate credits which are not listed by groups and by descriptive titles.
- 16. Evaluations are made by the State Department for out of state schools only. Teachers who have attended state schools should secure information concerning evaluations from the school where they were graduated or met their residence requirements.
- 17. Certification in West Virginia is based upon subjects completed as well as degrees granted.
- 18. High school certificates are valid in elementary schools for those teachers only who have had at least 1 years' experience in the elementary schools between July 1, 1928, and June 30, 1934.
- 19. The State Department of Education does not maintain a teacher placement bureau.
- 20. Any candidate for certification may qualify under the old or the new requirements until July 1, 1937, from which date all who apply for certification shall qualify under the new requirements.
 - 21. Out of state experience may count on the renewals of certificates.
- 22. A maximum of 5-8 of the credit (not to exceed 20 hours) completed in the 5th year of normal training high schools with a "C" average may be accepted toward certification or graduation of elementary teachers. The original record or a certified copy must be placed in the office of the Secretary of the State Board of Education.

HOW TO SECURE AN ORIGINAL CERTIFICATE

- Read all regulations and apply for a teachers certificate only when you have fulfilled the requirements.
- 2. To avoid delay and unnecessary correspondence please follow directions.
 - 3. Secure the proper application form from your county superin-

tendent, your college, or the State Department of Education.

- 4. Give complete information as requested. Leave no spaces blank.
- 5. Name must be given in full (no initials). A married woman should give maiden name also, when credits or certificates were earned before marriage.
- 6. Send the application to the college where residence work was completed, asking the registrar to transcribe the credits to page 2 of the state's official form. (College transcripts are not acceptable.) It is also necessary to secure the recommendation of the head of the department of education.
- 7. Persons receiving correspondence from this Department concerning applications for certificates should return the letter received with their reply. This will greatly facilitate the issuance of certificates.
- 8. A certificate is not delivered directly to the teacher but sent to the county superintendent, according to directions given by the applicant. The county superintendent will deliver the certificate to the owner or file it in his office and notify the owner. A certificate becomes valid when countersigned by the superintendent.

COUNTY SUPERINTENDENTS CERTIFICATES

COUNTY SUPERINTENDDENTS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. A Master's degree, including 16 hours graduate work in education, 7 of which are prescribed.
- b. 3 years experience in public schools within the 5 years preceding the date of application for certificate.

HIGH SCHOOL TEACHERS CERTIFICATES

HIGH SCHOOL PRINCIPALS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. A first class high school certificate.
- b. 3 years teaching or administrative work in high school.
- c. A Master's degree from an accredited university.
- d. Fourteen hours of graduate work in education.

FIRST CLASS HIGH SCHOOL CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of a prescribed curriculum to be differentiated according to teaching subjects elected. (See teaching field requirements.)
 - b. Graduation from a standard college.
 - c. 20 hours in prescribed secondary education.

(Not more than 24 hours may be completed in extension and corerspondence.)

SPECIAL HIGH SCHOOL CERTIFICATES (Valid for 5 years for teaching only the subject listed on the certificate) may be issued providing all of the following requirements have been met:

- a. Completion of a four-year curriculum including the work required as a first teaching subject in any one teaching field (e. g., English, Chemistry, etc.) as prescribed for first class high school certificates in this bulletin.
 - b. Graduation fro ma standard college.
 - c. 20 hours in prescribed secondary education.

(Not more than 24 hours may be completed in extension and correspondence.)

These requirements will be superseded by others July 1, 1937—Bulletin No. 7.

PROVISIONAL HIGH SCHOOL CERTIFICATES (Valid for 1 year) may be issued providing all of the following requfrements have been met:

- a. Completion of 105 hours of college work.
- b. Completion of % of the total academic requirements in each of the 2 teaching fields and not fewer than ½ of the requirements of each division of each teaching field.
- c. Completion of 15 of the 20 hours in education as prescribed in this bulletin. Original provisional high school certificates will not be issued after October 1, 1935, but will be renewable.

SPECIAL CERTIFICATES (Valid for 5 years for teaching only the subject listed on the certificate) may be issued in Physical Education, Art, Music, and Industrial Education, providing all of the following requirements have been met:

- a. Completion of a standard two-year curriculum (including 64 hours of college cerdit for certification) in an accredited school equipped to give such training.
- b. 24 hours in the special subject.
- c. 10 hours in general education.
- d. 12 hours in English.

Originial special certificates will not be issued after July 1, 1937, but will be renewable.

TEACHING FIELD REQUIREMENTS FOR FIRST CLASS HIGH SCHOOL CERTIFICATES

Subject Groups	Hours
English	34
Social Studies (History 18, Economics 6, Political Science 6,	
Sociology 4, Geography 6)	40
Physical Sciences (Chemistry 16, Physics 16)	32
Physical and General Science (Chemistry 16, Physics 12,	
Biology 8, Geology 3)	39
Biology and General Science (Biology 20, Chemistry 8,	
Physics 8)	36 ·
Biology (Biology 24, Chemistry 6)	30
Mathematics	16

Foreign Languages 20	0
Commerce 32	2
Home Economics 36	6
Physical Education	0
Industrial Arts 35	5
Music	6
Art	9
Agriculture 41	
Library Science (As a third teaching field)	

ELEMENTARY TEACHERS CERTIFICATES BASED ON COLLEGE CREDIT

ELEMENTARY SCHOOL PRINCIPALS CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Graduation from a standard college with a collegiate elementary certificate.
- b. 3 years successful teaching or administrative experience.
- c. Master's degree from a standard university.
- d. Completion of at least 14 hours of approved graduate work in education.

COLLEGIATE ELEMENTARY CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of an approved four-year curriculum for elementary school teachers.
- b. Graduation from an approved college.
- c. 30 hours in elementary education.
- d. 36 weeks of residence work.

(Not more than 24 hours may be completed in extension and correspondence.)

NORMAL CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. Completion of the two-year curriculum for elementary school teachers approved by the State Board of Education including English 10 hours, Social Studies 12, Science 6, Elementary 20, Health and Physical Education 6, Music 4, Art 4, and Electives 6. (For information concerning required courses in each of the above groups consul the head of the department of education in the school where residence requirements are being met.)
- b. 36 weeks of residence work.(Not more than 12 hours may be completed in extension).

SHORT COURSE CERTIFICATES (Valid for 3 years) have not been issued since October 1, 1933, but are renewable.

FIRST GRADE TEMPORARY CERTIFICATES (Valid for 2 years) may be issued providing all of the following requirements have been met:

- a. Completion of 48 hours of the normal curriculum approved by the State Board of Education including English 6 hours, Elementary Education 12, Physical Education 2, and the completion of some subject in each of the other groups in the description of normal certificates. (6 hours in electives are allowed.)
- b. 12 weeks of residence work.(Not more than 12 hours may be completed in extension).

SECOND GRADE TEMPORARY CERTIFICATES (Valid for 1 year) may be issued providing all of the following requirements have been met:

- a. Completion of 40 hours of the normal curriculum including Elementary Education 8 hours and the completion of some subject in each of the required groups listed in the description of normal certificates. (6 hours in electives are allowed.)
- b. 12 weeks of residence work.
 (Not more than 12 hours may be completed in extension).

ELEMENTARY TEACHERS CERTIFICATES BASED ON EXAMINATIONS

There will be no regrading of manuscripts submitted for these certificates.

School credit may not be substituted for any of the 10 subjects included in the Uniform Examinations.

FIRST GRADE ELEMENTARY CERTIFICATES (Valid for 5 years) may be issued providing all of the following requirements have been met:

- a. 90% average in the Uniform Examination with no subject below 75%.
- b. Graduation from a first class high school.
- c. Completion of 32 hours college work, not less than 9 of which shall be in professional subjects.

SECOND GRADE ELEMENTARY CERTIFICATES (Valid for 2 years) may be issued providing all of the following requirements have been met:

- a. 80% average in the Uniform Examination with no subject below 68%.
- b. 5 years of teaching experience or 12 units of high school credit.

 (2 units of high school credit may be used in lieu of 1 year of teaching experience providing the credit has been earned in high school and not taken by extension, correspondence, or given through grades earned by examination.)

EXAMINATION DATES FOR 1936: .

REQUIREMENTS FOR THE RENEWAL AND REINSTATEMENT OF CERTIFICATES

Applications for renewal and reinstatement must be made through county superintendents who will forward them to the college registrars who, in turn, will be be responsible for sending them to the Division of Certification. In no case will applications be considered if they have passed through the hands of the applicant any time after they have been submitted to county superintendents.

Teachers who have bet all requirements for renewal and reinstatement of certificates are urged to present their applications before March 1 of the year in which the certificate expires.

In accordance with an act of the 1933 session of the Legislature, 6 hours accredited work, completed after the issuance of the certificate to be renewed, are required for each renewal of ALL certificates, except the First Grade Temoprary Certificate which requires 8 hours.

Repeated courses cannot count on the renewal or reinstatement of certificates.

Evidence that teachers are sixty years of age or over may be used in lieu of school credit when presented for the renewal or reinstatement of their certificates.

FIRST CLASS CERTIFICATES (Superintendents, High School Principals, Supervisors, High School, Elementary Principals, Collegiate Elementary, Normal, and First Grade Elementary) may be renewed upon expiration, or within the year following, for 5 year periods, providing holders have met all of the following requirements:

- a. Taugh or been otherwise actively engaged in educational work for not less than 3 of each 5 year period.
- b. Completed 6 hours unprescribed work by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
- c. Secured the recommendation of their county superintendents.

LIFE CERTIFICATES are issued as third renewals of any of the above named first class certificates. Applicants must meet the same requirements for third renewals as for first and second renewals.

First class (5 year) certificates may be REINSTATED upon expiration, or within the 3 years following, providing holders have met all of the following requirements:

- a. Certificate not used during the last year of its validity.
- b. Completed 6 hours unprescribed work by residence or extension in an accredited institution after the date of issuance of the certificate to be reinstated.

c. Secured the recommendation of their county superintendents.

Only 5 year certificates may be reinstated and these are reinstatable but once in each 5 year period.

Holders of Masters' degrees are not required to do additional school work for renewals or reinstatements of 5 year certificates.

5 days TRAVEL may be used in lieu of 1 semester hours credit for the renewal or reinstatement of 5 year certificates if the trip covers territory of historic interest or scenic beauty. Only 6 hours may be earned in this manner. A combination of travel and college credit will also be accepted. The Division of Certification reserves the right to withhold credit if time has not been used profitably.

3 hours credit for 5 days attendance at the Century of Progress Exposition is still accepted for the renewal or reinstatement of 5 year certificates when an affidavit accompanies the application.

Travel credit must have been earned after the issuance of the certificate to be renewed or reinstated the same as school credit.

PROFESSIONAL CERTIFICATES may be renewed upon expiration, or within the year following, for 12 year periods, providing holders have met all of the following requirements:

- a. Completed 6 hours work by residence or extension in an accredited institution after the issuance of the certificate to be renewed.
- b. Secured the recommendation of their county superintendents.

PROVISIONAL CERTIFICATES may be renewed annually, upon expiration, or within the year following, providing that holders have met all of the following requirements:

- a. Completed 6 hours work from the first class requirements by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
 - b. Secured the recommendation of their county superintendents.

SHORT COURSE CERTIFICATES may be renewed upon expiration, or within the year following, for 3 year periods, providing holders have met all of the following requirements:

- a. Taught ar been otherwise actively engaged in educational work for not less than 2 of the 3 year period.
- b. Completed 6 hours work of the normal curriculum by residence or extension in an accredited institution after the date of issuance of the certificate to be renewed.
- c. Secured the recommendation of their county superintendents

FIRST GRADE TEMPORARY CERTIFICATES may be renewed upon expiration, or within the year following, for 2 year periods, providing holders have met all of the following requirements:

- a. Taught 1 of the 2 years.
- b. Completed 8 hours work of the normal curriculum (6 or when

have been done in residence) in an accredited institution after the date of issuance of the certificate to be renewed.

c. Secured the recommendation of their county superintendents.

SECOND GRADE CERTIFICATES may not be renewed.

EQUIVALENT CERTIFICATES may be renewed annually, upon expiration, or within the year following, until the holders are eligible for regular certificates, providing they have met all of the following requirements:

a. Met regular renewal requirements.

tinued.

b. Secured the recommendation of their county superintendents.
 These certificates may not be reinstated.
 The issuance of original equivalent certificates has been discon-

SALARY SCHEDULE

The following table indicates the minimum monthly salaries that must be paid in all elementary and high schools in West Virginia for the year 1936-37:

						6th-	
	2	2nd	3rd	4th	5th	10th	11th
Classes of Certificates Ba	sic ?	Yr.	Yr.	Yr.	Yr.	Yr.	Yr.
First Class H. School with Degree \$	110 \$	113	\$115	\$117.50	\$120	\$125	\$130
Special High School with Degree	110	113	115	117.50	120	125	130
Provisional H. Sch. with Degree	110	113	115	117.50	120	125	130
Provisional H. Sch. without Degree	100	103	105	107.50	110	115	120
Professional with Degree	110	113	115	117.50	120	125	135
Professional without Degree	100	103	105	107.50	110	115	120
Special (based on two-year curricu-							
lum with 24 hrs. in special field	100	103	105	107.50	110	115	120
Collegiate Elementary	110	113	115	117.50	120	125	130
Standard Normal	100	103	105	107.50	110	115	120
Short Course	90	93	95	97.50	100	105	110
First Gr. Elementary & Temporary	85	88	90	92.50	95	100	105
Second Gr. Element. & Temporary	65	68	70	72.50	75	80	85

Non-Credit Subjects

Arithmetic. A standard Arithmetic Test is given all students entering for the normal course, and students who elect Science or Mathematics as a high school teaching subject. The standard for the eighth grade must be met or the student is required to take additional work in the subject.

This test is given at 11 o'clock on the first Friday of each term or semester.

English. A standard English test is given all first year students. This test is given at 10 o'clock on the first Friday of each term or semester.

Those who do not meet eighth grade standards are required to take the work without credit until the standard is reached.

Writing. All students in second year of the normal course who fail to make a grade of 70 on the Ayres Handwriting Scale are required to enter the class in this subject before graduation.

Resident Work

- 1. The term "Resident Work" shall be interpreted to mean either—
- (a) Work done on the campus of the institution or
- (b) Work done under conditions that in the opinion of the faculty give the student approximately the same institutional privileges and influences as are afforded to students in regular attendance in residence, or
- (c) Work done in a school organized by the institution away from the institutional campus when at least half of the members of the institutional staff are members of the faculty of the institution.
- 2. The amount of resident work required in the school that grants a degree or diploma and recommends the applicant for a certificate, is as follows: Collegiate and Standard Normal, 36 weeks; Temporary Certificate, 9 weeks. By approval of the State Board of Education an exception to this requirement may be made for teachers who have had ten or more years' successful teaching experience.

Extension Work

1. The amount of extension work that may be accredited in meeting the requirements for certificates is as follows:

College	24	hours
Standard Normal	12	hours
Temporary Certificates	4	hours

2. The total amount of extension work that may be done during one term of teaching shall not be more than 8 hours.

Prof. W. R. Thacher is the Drector of Extension. A special bulletin is issued and will be sent upon application.

SUMMER SCHOOL

A Summer School for teachers and those expecting to teach was frst instituted here during the summer of 1907. The experiment proved so successful that a similar school was again instituted in the summer of 1908. The twenty-ninth annual summer school was opened June 10, 1935, with the largest enrollment in the history of the college. The length of term is nine weeks.

Those who are interested in summer school work for next year should notify the President, or A. D. Kenamond, director of summer school, early in the spring of 1936.

OUTLINE OF WORK BY DEPARTMENTS

Scheme of Numbering Courses—Courses numbered 101 to 199 are for first year students; 201 to 299 for second year students; 301 to 399 for third year students; 401 to 499 for fourth year students. First year students are not admitted to courses numbered 301 or above. Third and fourth year students must elect at least one-half of their work from courses numbered 301 or above.

Schedule of Courses and Hours—A schedule of subjects offered during the first semester, showing in detail the hours and days for each subject, will be available about the first of August.

AGRICULTURE

Mr. Newcome

- 101. General Agriculture. Credit-Three hours.
- 102. Horticulture. Credit-Two hours.

ART

Miss Ireland

(Twenty-nine hours are required of students electing Art as a teaching subject.

- 101. Introduction to Art. Credit-Two hours.
- 102. Public Schools Art. Credit-Two hours.
- 104. Commercial Art. Credit-Three hours.
- 201: Art Appreciation. Credit-Four hours.
- 202. Mechanical Drawing. Credit-Three hours.
- 211. Introduction to Crafts. Credit-Three hours.
- 301. Principles of Design. Credit-Three hours.
- 302. Applied Design. Credit-Three hours.
- 401. Advanced Design. Credit-Three hours.
- 402. Oil Painting. Credit—Three hours.
- 403. Water Color Painting. Credit-Three hours.
- 404. Ceramics and Ceramic Painting. Credit-Three hours.

CERTIFICATE OF PROFICIENCY IN ART

To those possessing special talent in drawing, a Certificate of Proficiency in Art will be given on completion of a specially planned course totaling 64 hours, including 24 hours in Art, 10 in English, 6 in History, and 8 in Education. This course should enable a student to qualify for the special certificate to teach or supervise Art in the public schools. This certificate will not be issued after July 1, 1937.

A minimum of thirty-six weeks in residence at Shepherd State Teachers College is required for this certificate.

BIOLOGY

Mr. Bretnall and Mr. Newcome

(Twenty-four hours are required of students electing Biology as a teaching subject.)

- 101. Principles of Biology. Credit-Three hours.
- 102. Piological Nature Study. Credit-Three hours.
- 201 and 202. Botany. Credit-Four hours each semester.
- 203. Entomology. Credit-Three hours.
- 301 and 302. Zoology. Credit-Four hours each semester.

- 306. Human Physiology. Credit-Four hours.
- 321. Plant Taxonomy. Botany 201 and 202 are pre-requisite. Credit—Four hours.
- 341. Comparative Anatomy. Zoology 301 and 302 are pre-requisite. Credit—Three hours.
- 344. Genetics. Botany 201 and 202 and Zoology 301 and 302 are pre-requisite. Credit—Three hours.
- 401. **Histology**. Zoology 301 and 302 or Botany 201 and 202 are prerequisite. Credit—Three to four hours.
- 404. Bacteriology. Required of students electing home economics as a teaching subject. Credit—Two hours.

COMMERCIAL WORK Miss Williams

- 101. Accounting. Credit-Three hours.
- 102. Accounting. Credit-Three hours.

201 and 202. Stenography. Credit—Three hours for each semester. Typewriters of several makes are furnished on which students are given instruction. No credit is given, however, for typewriting except in connection with stenography.

EDUCATION

Dr. Ash, Dean Kenamond, Miss Shaw and Mrs. Israel

- 101. Introduction to Education. Credit-Two hours.
- 102. Educational Psychology. Credit—Three hours. Dean Kenamond.
 - 103. Teaching of Arithmetic. Credit-Two hours.
- 104. Teaching of Reading. Offered only for standard normal diploma and degree in elementary education. Credit—Two hours. Mrs. Israel.
- 201. Teaching of Language, Spelling and Writing. Offered only for standard normal diploma and degree in elementary education. Credit—Two hours. Mrs. Israel.
- 202. Teaching of History and Geography. Offered only for standard normal diploma and degree in elementary education. Credit—Two hours. Miss Shaw.
- 203. Educational Psychology. Offered only for standard normal diploma and degree in elementary education. Credit—Two hours.
- 204. Problems of Rural Education. Offered only for the standard normal diploma. Credit—Two hours. Dean Kenamond.
- 205 and 206. Observation and Directed Teaching. Offered only for the standard normal diploma and degree in elementary education during the second year. Credit—Four hours for the year. Miss Shaw and Mrs. Israel.

Note: Ninety clock hours of student teaching are required for all graduates from the standard normal course.

301. Psychology of Secendary Education. Credit—Three hours. Dr. Ash.

- 302. Methods of Teaching in the High School. Required for degree for high school teaching. Credit—Five hours. Dr. Ash.
- 303. Supervision of Elementary Instruction. Offered for degree for elementary teaching. Credit—Two hours. Dean Kenamond.
 - 304. Tests and Measurements. Credit-Two hours. Dr. Ash.
- 311. Educational Sociology. Elective for degree students. Credit—Two hours. Dr. Ash.
- 312. History of Education in the United States. Elective for degree students. Credit—Two hours. Dr. Ash.
 - 321. Kindergarten-Primary Education. Credit-Two hours.
- 401. High School Organization and Administration. Credit—Two-three hours. Dr. Ash.
- 402. Administration of an Elementary School. Credit—Three hours. Dean Kenamond.
- 403. Directed Teaching in the High School. Credit—Three hours. Dr. Ash.
- 406. Recent Tendencies in Elementary Education. Offered for degree in elementary education. Credit—Two hours. Dean Kenamond.
- 408. Supervised Directed Teaching in Elementary Schools. Open to advanced students with teaching experience, on approval of instructors. Credit—Two hours. Miss Shaw.
- 411. Philosophy of Education. Elective for degree students. Credit —Two hours. Dr. Ash.
- 412. Statistics and Graphic Methods. Elective for degree students. Gredit—Two hours. Dr. Ash.

ENGLISH

Miss Turner, Miss Arnold, Mr. Horner

(Thirty-four hours are required of students electing English as a teaching subject.)

- 101. Composition. This course is required of all students. Credit—Three hours.
- 102. Composition. A continuation of Composition 101. Credit—Three hours. Mr. Horner.
- 103 and 104. General Survey of English Literature. Credit—Two hours each. Miss Turner.
 - 106. American Literature. Credit-Three hours. Miss Turner.
 - 201. Public Speaking. Credit-Two hours. Mr. Horner.
 - 204. Public Speaking. Play production. Credit-Two hours.
- 205. Journalism. A beginning course. Credit—Two hours. Mr. Horner.
- 206. **Journalism.** A course in news gathering and writing. Journalism 205 or Composition 101 is pre-requisite. Credit—Two hours. Mr. Horner.
- 301. The American Short Story. Credit—Three hours. Miss Turner.
- 302. Contemporary American Literature. Credit—Two hours. Miss Turner.

- 303. Shakespeare. Credit-Three hours. Miss Turner.
- 305. Public Speaking. Debate, oration, the occasional address. Credit—One hour.
 - 306. Library Work. Credit-Two hours. Miss Arnold.
 - 307. Victorian Poetry. Credit-Two hours. Miss Turner.
- 311. Exposition. Composition 101 and 102 are pre-requisite, Credit—Two hours. Miss Turner.
 - 312. Lyric Poetry. Credit-Two hours. Mr. Horner.
 - 313. World Literature. Credit-Three hours. Miss Turner.
 - 315. Narrative Poetry. Credit-Two hours.
- 316. Library Work. Cataloguing, accessioning and care of the school library. Credit—Two hours. Miss Arnold.
 - 404. Great Essays. Credit-Two hours.

FRENCH

Miss Trotter and President White

(Twenty hours and two units of high school French are required of students electing French as a teaching subject. Five additional hours are required for each unit not taken in high school.)

- 101 and 102. French. Not open to those who have had high school French. Credit—Six hours for the year. President White.
 - 201 and 202. French. Credit-Six hours for the year. Miss Trotter.
 - 301 and 302. French. Credit-Ten hours for the year. Miss Trotter.
- 401 and 402. French. Credit—Four hours for the year. President White.
 - 403. French. Credit—Two hours. Miss Trotter.
 - 404. French. Credit-Two hours. Miss Trotter.

GEOGRAPHY

Miss Trotter and Mr. Thacher

- 101. Principles of Geography. Required for standard normal. Credit—Three hours. Mr. Thacher.
- 102. Geography of North America. Credit—Three hours. Mr Thacher.
- 104. Geography of West Virginia. Credit—Two hours. Miss Trotter.
 - 201. Geography of Europe. Credit-Three hours. Mr. Thacher.
- 206. Geology. Required of students electing Science as a teaching subject. Credit—Three hours.
 - 301. Economic Geography. Credit-Three hours.

HOME ECONOMICS

Miss Hall

(Thirty-six hours of Home Economics, including eight hours of Applied Art, eight hours of General Biology, two hours of Bacteriology, three hours of Economics, and three hours of Sociology, including The Family, are required of students electing Home Economics as a teach-

ing subject. Only three years of the work required for degree in Home Economics are offered.)

- 101. Home Economics for the Elementary School Teacher. Elective for standard normal. Credit—Three hours.
 - 102. Textiles. Credit-Three hours.
- 103. Clothing Selection and Construction. Credit—Two hours (four periods.)
- 104. Clothing Selection and Construction. A continuation of Clothing 103. Credit—Two hours (four periods.)
 - 201. Foods. Credit-Three hours (six periods.)
- 202. Foods. A continuation of Foods 201. Credit—Three hours (six periods.)
- 204. Foods and Nutrition. For students not wishing to take the laboratory course in foods. Credit—Two hours.
 - 301. Advanced Clothing. Credit-Three hours (six periods.)
 - 304. Child Care and Development. Credit-Two hours.
 - 305. Mechanics of the Household. Credit-Three hours.
 - 306. Home Planning and Furnishing. Credit-Three hours.
 - 307. Household Management. Credit-Three hours.

LATIN

Miss Trotter

(Twenty hours and two units of high school Latin are required of students electing Latin as a teaching subject. Five additional hours are required for each unit not taken in high school.)

101 and 102. Latin. Not elective for those who have had high school Latin. Credit—Six hours for the year.

- 103 and 104. Latin. Credit—Six hours for the year.
- 201 and 202. Latin. Credit-Six hours for the year.
- 301 and 304. Latin. Credit-Six hours for the year.
- 401. Latin. Credit-Three hours.
- 402. Latin. Credit-Three hours.

MATHEMATICS

Dr. Phillips

(Sixteen hours and two and one-half units of high school Mathematics are required of students electing Mathematics as a teaching subject. For each additional unit taken in high school a reduction of three hours is made.)

- 101. Solid Geometry. Credit-Three hours.
- 102. Trigonometry. Credit-Two hours.
- 104. Arithmetic and Business Administration. Credit—Two hours.
- 105. **Intermediate Algebra**. Offered for students not having credit for second year high school Algebra. Credit—Three hours.
 - 201. Advanced Algebra. Credit-Three hours.
 - 302. Analytic Geometry. Credit-Three hours.
 - 303. Introductory Calculus. Credit-Three hours.

MUSIC Miss Bartlett

- 201. Introduction to Music. Credit-Two hours.
- 202. Public School Music. Credit-Two hours.
- 301. Music Appreciation. Required for the degree for elementary school teaching. Credit—Two hours.

The department of music offers instruction also in piano, voice, harmony and history of music. The cost of this instruction, however, is not covered by the regular enrollment fee. Tuition in piano and voice is 50 cents a lesson.

There are four practice pianos for free use of music students. Knabe and Haines Brothers pianos are used exclusively.

Public recitals and concerts are given frequently. The glee clubs and mixed chorus offer excellent opportunity in vocal drill, and an excellent orchestra affords development of talent in instrumental music.

PHYSICAL EDUCATION AND HEALTH Miss Dilts and Mr. Newcome

Note: A physical examination is required for entrance to all physical education courses.

- 101. Physical Education. Credit-Two hours (5 days a week).
- 102. Health and Hygiene. Credit-Two hours.
- 201. Games for Children. Credit-One hour (2 days a week).
- 202. Physical Education. Credit—One hour (2 days a week).
- 301. Physical Education. Credit—Two hours (4 days a week).
- 302. Physical Education. Credit—Two hours (4 days a week).
- 303. Physical Education. For men. Credit—One hour (2 days a week).
- 304. Physical Education. A continuation of Physical Education 303. Credit—One hour (2 days a week).
- 401. Physical Education. For women. Credit—One hour (2 days a week).
- 402. Physical Education. For women. Credit—One hour (2 days a week).
- 403. Physical Education. For men. Credit—Two hours (4 days a week).
- 404. Physical Education. A continuation of Physical Education 403. Credit—Two hours (4 days a week).

Swimming. Offered only during the summer term. Credit—One hour.

Athletic Team Coaching, Principles of coaching football, basketball and baseball. Credit—Two hours.

Note: Students may qualify as part-time physical education teachers, by electing fifteen semester hours of physical education as a third teaching subject.

PHYSICAL SCIENCE

Mr. Stutzman

(Twelve hours of Physics and sixteen hours of Chemistry are required of students electing Physical Science as a teaching subject.)

- 103. Physical Nature Study. Required for normal course students preparing to teach in the upper grades and for others offering no physics from high school. A total of 72 class hours. Credit—Three hours.
 - 111. Chemistry. Credit-Four hours.
- 112. Chemistry. A continuation of Chemistry 111. Credit—Four hours.
 - 211. Physics. General Physics. Credit-Four hours.
 - 212. Physics. Continuation of Physics 211. Credit-Four hours.
 - 311. Chemistry. Qualitative Analysis. Credit-Four hours.
 - 316. Chemistry. Organic Chemistry. Credit-Four hours.
 - 411. Physics. Light. Credit-Four hours.
 - 412. Physics. Electricity. Credit-Four hours.

SOCIAL STUDIES

Mrs. Gardiner and Mr. Thacher

(Eighteen hours of History, four of Sociology, six of Government, six of Economics, four of Sociology and six of Geography, are required of students electing Social Studies as a teaching subject.)

- 101. Ancient and Mediaeval Civilization. Credit—Three hours. Mrs. Gardiner.
 - 102. Bible History. Credit-Two hours. Mrs. Gardiner.
- 103. Modern European History. Credit—Three hours. Mrs. Gardiner.
- 104. Modern European History. Credit—Three hours. Mrs. Gardiner.
- 201. American History to 1865. Required for standard normal. Credit—Three hours. Mrs. Gardiner.
- 202. Later American History. Required for standard normal, Credit—Three hours. Mrs. Gardiner.
 - 203. General Sociology. Credit-Four hours. Mr. Thacher.
 - 204. Rural Sociology. Credit-Two hours.
 - 205. Principles of Economics. Credit-Three hours. Mr. Thacher.
- 206. Applied Economics. Economics 205 is pre-requisite. Credit—Three hours. Mr. Thacher.
- 301. The American Government. Credit—Three hours. Mrs. Gardiner.
- 302. State and Local Government. Credit—Three hours. Mrs. Gardiner.
- 303. Sociology—The Family. The course in General Sociology is pre-requisite Credit—Two hours. Mr. Thacher.

COUNTIES AND STATES REPRESENTED

Students in Residence

A)	llegheny	2	Marshall	1			
В	erkeley1	125	McDowell	1			
B	raxton	2	Mineral	37			
Ca	abell	1	Monongahela	1			
Ċ	alhoun	1	Morgan	31			
Cl	lark, Va	11	Ohio	2			
D	oddridge	1	Pendleton	44			
Fı	rederick, Md	2	Pocahontas	1			
Fi	rederick, Va	3	Preston	20			
G	arrett, Md	1	Randolph	9			
G	rant	32	Ritchie	1			
H	ampshire	43	Tucker	13			
H	ardy	43	Upshur	1			
H	arrison	3	Washington, Md	12			
H	oward, Md	1	Webster	1			
Je	efferson1	.02	_				
K	anawha	1	Total	550			
Lo	ogan	1					
	Students in Extension Courses						
TP o	wiz olow	97	Taffangan	9			

Perkeley	27	ferson	1
Frederick, Va	3	Mineral	2
Grant	2		_
Tompshire	36	Total	71

SUMMARY OF ENROLLMENT 1934-1935

	Men	Women	Total
Postgraduate	5	3	8
Fourth Year (Secondary Education)	16	14	30
Fourth Year (Elementary Education)	2	11	13
Third Year (Secondary Education)	23	20	43
Third Year (Elementary Education)	2	19	21
Second Year (Secondary Education)	23	9	32
Second Year (Elementary Education)	21	41	62
First Year (Secondary Education)	27	24	51
First Year (Elementary Education)	18	41	59
Unclassified	1	1	2
Special	1	0	1
Summer, 1934	86	185	271
Intersession, 1934	17	41	58
Total Enrollment	242	409	651
Counted Twice	35	66	101
Extension Students	30	41	71
Counted also as Resident Students	6	12	18

Number in Ext	ension and no	ot in Reside	ence	24 29	53
Total Numb	er Different	Students 1	Receiving		
Instruction I	Ouring the Ye	ear	•••••		603
	ENERGI I ME	NIE DY E	ED3#C 1004 :	1005	
	ENROLLME	MI BY I.	ERMS 1934-	1935	
	Intersession	Summer	First	Second	
	(1934)	(1934)	Semester	Semester	Total
Men	17	86	122	119	344
Women	41	185	163	132	521
Totals	58	271	285	251	865
Counted Twice				***************************************	315
Total Number	of Different S	Students in	Residence	•••••	550
Extension Not	in Residence			***************************************	53
					2.

